

CITY OF LYNNWOOD
TRANSPORTATION BENEFIT DISTRICT BOARD
REGULAR MEETING MINUTES
FEBRUARY 14, 2011

10. CALL TO ORDER – The Regular Meeting of the City of Lynnwood Transportation Benefit District (TBD) Board, held in the Council Chambers of Lynnwood City Hall, was called to order by Board President Simmonds at 6:00 p.m. on February 14, 2011.

20.

ROLL CALL

Board President Loren Simmonds
Board Vice Pres. Ted Hikel
Board Member Kimberly Cole (absent)
Board Member Ed dos Remedios
Board Member Lonergan-Dreke
Board Member Mark Smith
Board Member Jim Smith

Others Attending:

Public Works Director Franz
Deputy PW Director Elekes
Project Manager Mach
Assistant Finance Director Haugan
City Attorney Larson
Council Assistant Beth Morris

30. APPROVAL OF MINUTES

Motion made by Board Vice President Hikel, seconded by Board Member dos Remedios, to approve the minutes of the Special Meeting of January 10, 2011. Motion passed unanimously (6-0).

40. PUBLIC HEARING – ORDINANCE #3 OF THE CITY OF LYNNWOOD
TRANSPORTATION BENEFIT DISTRICT ADOPTING THE 2011 BUDGET

A. Public Hearing

Board President Simmonds read the appropriate Introductory Statement explaining the purpose, process, and order of speaking for the meeting.

The public hearing was opened at 6:03 p.m.

Staff Presentation:

Public Works Director Bill Franz discussed why staff is recommending that what little money they have should go toward paving at this point. He explained that it is a matter of fiscal responsibility due to the investment they have in paving streets and sidewalks. The City has about 300 lane miles of road at an investment of about \$230 million. There are about 205 miles of sidewalk at an investment of about \$110 million. According to the Pavement Management System that we've been working on over the last several years we should be investing about \$1.2 to \$1.5 million a year in overlays to keep an acceptable Pavement Condition Index (PCI). This year, since it is the first year of the TBD, the total funds that will be available for paving are about \$700,000. He

1 reviewed the Street Paving Curve and how repairing relatively good pavement saves a
2 lot of money compared to letting the pavement get to a poor condition where it is more
3 expensive to repair.
4

5 He suggested that a similar curve for the sidewalk pavement has a much less severe
6 slope. This is because most of the sidewalks are not driven on and most are paved with
7 concrete so they are a little stouter to start with. If we were to do nothing on the streets,
8 they very quickly would degrade to the point of having to make huge and costly repairs
9 in order to repair the pavement. Fortunately, because of the nature of sidewalks we do
10 have more time. He summarized that it is fiscally responsible to recommend that the
11 City puts the money into what is necessary to preserve our largest and most crucial
12 investment in infrastructure, which is our streets. He committed that staff would
13 continue to try to get block grants and other grants to put in sidewalks. If they get an
14 opportunity to get a grant and to use some TBD funds as a match for that grant they will
15 come back to the Board and make that recommendation.
16

17 Deputy Public Works Director Elekes explained that in 2006-2009 they did a fair
18 amount of field work doing reconnaissance on all of the City's streets. He showed the
19 impact on the PCI of skipping one year of paving in 2010 which resulted in the overall
20 index dropping by almost five points. He gave other examples with the Pavement
21 Management System model showing how fast pavement slips down the curve if you
22 skip even one or two years.
23

24 Project Manager David Mach reviewed Ordinance #3. He explained how they arrived at
25 the Total Revenue and Total Expenditures on page 40A-2. He stated that staff would
26 come back in August with a proposed budget for 2012.
27

28 Board President Simmonds solicited any written materials that had been submitted.
29 There were none.
30

31 Public Testimony and Comment:
32

33 None
34

35 TBD Board Discussion:
36

37 Board Member dos Remedios expressed concerns about the expenditures for
38 administration and insurance. Copies of the memo to Mayor Gough and Interim Finance
39 Director Dugan dated January 7, 2011 and titled, "Invoice for City of Lynnwood 2010
40 Costs Related to the Transportation Benefit District" were distributed. Director Franz
41 explained that per the RCW, since the TBD is a different and separate entity than the
42 City of Lynnwood, separate accounts for each fund must be created and all service
43 rendered by or property transferred from one department to another shall be paid for at
44 its true and full value by the TBD. Also the Interlocal Agreement requires that TBD
45 funding shall be first applied to the reasonable charges incurred in establishing and
46 staffing the TBD. Board Member dos Remedios asked if the Public Works budget

1 would then be reduced by \$48,000. Director Franz was not sure, but clarified that when
2 the TBD Board pays the bill it will go to the General Fund of the City of Lynnwood.

3
4 Board Member Lonergan-Dreke said she had the same question and added that she
5 would look forward to seeing the money that has been billed to the TBD come back
6 before Council to determine where those funds will go. She spoke in support of using
7 that money for overlays.

8
9 Board Vice President Hikel asked if it was true that the insurance money must come out
10 of the TBD budget because it is solely a TBD expense. Staff affirmed this. Board Vice
11 President Hikel commented that the legal fees paid were used to pay the City Attorney
12 who is also the Board Attorney so that portion would not be eligible for Board to use
13 elsewhere. City Attorney Larson thought that the money would be put into the City's
14 General Fund because General Fund monies were used to pay the expenses that are
15 being reimbursed. So then it will be in the General Fund and can be used for any
16 General Fund purpose. Board Vice President Hikel asked if after the TBD started
17 receiving payments for the license renewals they would have ongoing money to pay for
18 expenses that come up. City Attorney Larson affirmed that they would be required to do
19 that once they had revenues. Staff clarified that they would not be paid twice.

20
21 The public testimony portion of the Public Hearing was closed at 6:31 p.m.

22
23 B. Consideration, discussion, and possible action on said Ordinance

24
25 *Motion made by Board Member dos Remedios, seconded by Board Vice President*
26 *Hikel, to adopt Ordinance No. 3, "AN ORDINANCE OF THE CITY OF LYNNWOOD,*
27 *WASHINGTON, TRANSPORTATION BENEFIT DISTRICT ADOPTING A ONE-YEAR*
28 *BUDGET FOR THE CITY OF LYNNWOOD, WASHINGTON, TRANSPORTATION*
29 *BENEFIT DISTRICT FOR THE YEAR ENDING DECEMBER 31, 2011; AND*
30 *PROVIDING FOR AN EFFECTIVE DATE, SEVERABILITY, AND SUMMARY*
31 *PUBLICATION."*

32
33 Board Member dos Remedios said he looked forward to sending \$46,000 back to the
34 TBD in the coming year.

35
36 Board Member Mark Smith stated he would be voting against the motion. He expressed
37 dismay that the focus on the Transportation Plan continues to be on roads only. He
38 stated that there is a dedicated revenue stream for roads, but there is none for sidewalks.
39 Lynnwood is the third most obese city in Snohomish County with 102 miles of missing
40 sidewalks. There was an amendment that was repealed for 20% of these funds to go to
41 non-motorized transportation projects. That would give us a very small pot of matching
42 funds for grants as they always require matching funds. He expressed appreciation for
43 the work that staff has done on this. He understands the need for overlays and paving,
44 but he believes there is an equal and just as important need for sidewalks for the safety
45 of residents.

1 *Upon a roll call vote, the motion passed (4-2) with Board Members Hikel, Lonergan-*
2 *Dreke, Simmonds, and dos Remedios voting in support and Board Members Mark*
3 *Smith and Jim Smith voting against the motion.*

4
5 50. PRESENTATION AND DISCUSSION: STATUS UPDATE OF PUBLIC OUTREACH
6 PROCESS

7
8 Director Franz explained that they were unable to do the public outreach they had
9 anticipated because of budget cuts and the fact that the staffing in the department that would
10 handle this was cut in half. He apologized for not being able to follow through with this
11 item.

12
13 Board Member Lonergan-Dreke thanked Director Franz for being upfront and said she
14 clearly understood the situation. Postponing this was not a concern to her.

15
16 Board Vice President Hikel suggested that Council members could do a simple outreach in
17 the fall. He referred to other cities, such as Bellevue, who have done large-scale bond issues
18 that included both road work and sidewalks with voter approval.

19
20 Board President Simmonds recommending looking to the citizens' survey, the visioning
21 project, and the branding project that have already been done to see if there are any
22 comments that have been made relating to this. Those could be worked into any future
23 presentations and considerations that we might make. Secondly, he encouraged staff to stay
24 in communication with the TBD over the months until their next meeting with any new
25 information they might come across.

26
27 60. PRESENTATION AND DISCUSSION: TRANSPORTATION BENEFIT DISTRICT
28 WEBSITE

29
30 David Mach gave a presentation on the TBD website. He explained how to find the website
31 and oriented the Board with the information that can be found on the site.

32
33 Board Member Jim Smith had the following recommendations:

- 34 • Put a link on the homepage directly to the TBD website.
35 • On the TBD home page, include information about other revenue sources that are
36 being considered. Also include the meeting starting time (6:00 p.m.).

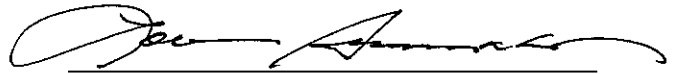
37
38 Board Member dos Remedios concurred with having a presence on the City of Lynnwood
39 home page.

40
41 70. ADJOURNMENT

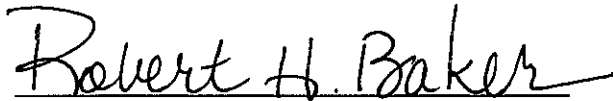
42
43 Board President Simmonds announced that the next meeting would be at 6:00 p.m. on
44 August 8, 2011.

45
46 *Motion made by Board Member Mark Smith, seconded by Board Vice President Hikel, to*
47 *adjourn the meeting at 6:50 p.m. Motion passed unanimously.*

1
2 The meeting was adjourned at 6:50 p.m.
3
4
5

6
7 

8 Loren Simmonds, TBD Board President
9

10
11 
12

13 for Lorenzo Hines

14 Finance Director, acting as Board Treasurer